**Gulfjobseeker.com CV No:** **1323606**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**Career OBJECTIVE**

**To serve any organization where I can demonstrate my skills and contribute** Self- driven and passionate individual who excels at business and relationship building

**Career Summary**

* Conceiving, designing and administering business, projects, plans and events to make them profitable entities.
* Highly knowledgeable in providing friendly and through customer service to clients and fellows.
* Skilled at problem solving and conflict resolution, and able to help encourage teamwork.
* Able to network with public organizations and business to create successful partnerships.
* Strong business writing, communication and interpersonal skills.
* Adept at handling confidential and / or sensitive information.
* Accounting procedures, import regulations, public relations, professional trainer

Languages: English, Urdu, Hindi.

**Education**

**Bachelor in Commerce | 2008 | uNIVERSITY OF kARACHI, KARACHI, PAKISTAN**

**PROFESSIONAL COURSES**

* Certificate Course in **Supply Chain Management**

**Experience**

**Officer – RPR Department | at K-Electric -pakistan | May 2009 – present**

* five year exprence in sales (ReTAIL,OUTDOOR,CUSTMER SERVICE,CALL CENTER AGENT)
* Follow the compliance of K-Electric directives, Department policies and procedures
* Manage & supervise overall administration
* Responsible for solving all the queries and problems of the staff and clients.
* Promoting business for the K-Electricby maintaining good customer relations and referring customers to appropriate staff for new services
* Timely submission of statements and reports on a daily, weekly and monthly basis to DGM Office/DCCO Offices.
* Responsible for maintaining monthly expense within the budget.
* Responsible for maintaining good working environment in the office

**SKILLS & ABILITIES**

**Proficient in operating following software’s:**

* **SAP**
* **MS Office (word, excel, power point)**

**Communication**

* Effective business communications and letter writing
* Extraordinary good command in making effective PowerPoint presentations

**PROFESSIONAL SKILLS**

* High proficiency on Microsoft Word, Excel, PowerPoint and Publisher
* Strong research-oriented mind
* Quick learner with multitasking capabilities
* Adaptable to any environment and challenging situation

**COMPUTER SKILLS:**

* SAP
* Microsoft Word, Excel, PowerPoint, Publisher, Outlook
* Microsoft Windows System
* All type of general office applications and software

**PERSONAL INFORMATION**

Date of Birth : 21st September 1986

Nationality : Pakistani

Marital Status : Single

Languages : English, Urdu, Hindi.